



# Checklist – Designation of Historic District, Structures or Landmarks

Item	Yes	No	Not Applicable (Staff to fill-out)	Comments
Required application fee, <b>\$355.00</b>				
If accompanied with a necessary map amendment to <i>plaNorfolk2030</i> – additional <b>\$5</b>				
Pre-application meeting with Historic Preservation and Zoning Staff (At least 3 business days prior to deadline)				
Has this application been coordinated with the Transportation Division of Public Works? (757-664-7300)				
Has this proposal been coordinated with the nearest civic league? (see matthew.simons@norfolk.gov or chris.whitney@norfolk.gov)				
One 8½ x 14 inch or 11 x 17 inch scaled copy of a physical survey of the property and any building on the property (including legal description) (email pdf version to staff: colette.mcdonald@norfolk.gov)				
One 8½ x 14 inch or 11 x 17 inch scaled copy of a conceptual site plan – including landscaping approved by Recreation, Parks and Open Space – 757-441-2400 (email pdf version to staff: colette.mcdonald@norfolk.gov)				
Comprehensive exterior photographs of the property, including any significant historic features and elevations of each face of any building on the property				
Historic photographs, drawings, plats, maps, or other physical depictions of the property or any building on the property				
Any written or printed history about the property or any building on the property, including bibliographic information identifying the date or author of the writing				

Item	Yes	No	Not Applicable (Staff to fill-out)	Comments
Documentation that the property or any building on the property is listed on the U.S. Department of the Interior's National Register of Historic Places or the Virginia Landmarks Register, if applicable				
List of all sources searched and referenced in preparation of the application materials				
Signature of all property owners				
Is property in an AICUZ? Clear zone/Accident Potential Zone (APZ)/Noise zone				
Is property within ½ mile of another locality, or 3,000 feet of a military installation?				

Notes:

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Staff Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## DEPARTMENT OF CITY PLANNING

810 Union Street  
Room 508  
Norfolk, VA 23510  
(757) 664-4752  
(757) 441-1569 (FAX)  
[www.norfolk.gov/planning](http://www.norfolk.gov/planning)

# DESIGNATION OF HISTORIC DISTRICTS, STRUCTURES OR LANDMARKS



## Application Procedures

1. **A pre-application meeting is required.** To arrange for an appointment, please call (757) 823-1451.
2. Submit completed application with all required attachments including:
  - Completed Checklist
  - \$355 check for required application fee made payable to the City of Norfolk (non-refundable).
    - ◇ Application fee includes a non-refundable \$5 technology surcharge.
    - ◇ If accompanied with a necessary map amendment to the City's adopted general plan, *plaNorfolk2030*, an additional technology surcharge of \$5 will be required.
3. Staff will review application to determine completeness.
4. Applicant to contact appropriate Civic League prior to public hearing. Providing written documentation to Planning staff of any meetings, input from the Civic Leagues concerning your request is helpful to the Planning Commission.
5. Staff will post legal notice of application request and photograph subject property.
6. The Planning Commission will visit the site on the 2nd Wednesday of the month. it is not necessary for the applicant to be present).
7. Applicant must attend public hearing:
  - ▶ Where: City Hall Building  
11th Floor, Council Chambers
  - ▶ Time: 2:30 p.m.
8. During the Commission's hearing:
  - ▶ Applicant must register to speak
  - ▶ Staff will present application and recommendation
  - ▶ Applicant/representative may make a presentation
  - ▶ Proponents may speak
  - ▶ Opponents may speak
  - ▶ Rebuttal
9. The Planning Commission will make a recommendation on the application at their hearing which will be forwarded to City Council.
10. Applicant may contact staff 2 weeks after the hearing to obtain a tentative Council date (the City Manager's Office establishes the contents of Council's agenda).

## DESIGNATION OF HISTORIC DISTRICTS, STRUCTURES OR LANDMARKS

### DEPARTMENT OF CITY PLANNING ZONING SERVICES

5TH FLOOR  
(757) 664-4752 / (757) 441-1569 (FAX)



**APPLICATION  
DESIGNATION OF HISTORIC DISTRICTS, STRUCTURES OR LANDMARKS**

Date of application: \_\_\_\_\_

**Change of Zoning**

**From: \_\_\_\_\_ Zoning      To: \_\_\_\_\_ Zoning**

**DESCRIPTION OF PROPERTY**

Property location: (Street Number) \_\_\_\_\_ (Street Name) \_\_\_\_\_

Existing Use of Property: \_\_\_\_\_

Current Building Square Footage \_\_\_\_\_

Proposed Use \_\_\_\_\_

Proposed Building Square Footage \_\_\_\_\_

Trade Name of Business (If applicable) \_\_\_\_\_

**APPLICANT**

(If applicant is a LLC or a Corp./Inc., include name of official representative and/or all partners)

1. Name of applicant: (Last) \_\_\_\_\_ (First) \_\_\_\_\_ (MI) \_\_\_\_\_

Mailing address of applicant (Street/P.O. Box): \_\_\_\_\_

(City) \_\_\_\_\_ (State) \_\_\_\_\_ (Zip Code) \_\_\_\_\_

Daytime telephone number of applicant (    ) \_\_\_\_\_ Fax (    ) \_\_\_\_\_

E-mail address of applicant: \_\_\_\_\_

**DEPARTMENT OF CITY PLANNING**  
810 Union Street, Room 508  
Norfolk, Virginia 23510  
Telephone (757) 664-4752 Fax (757) 441-1569  
(Revised January, 2016)

**Application  
Rezoning  
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**AUTHORIZED AGENT (if applicable)**

(If agent is a LLC or a Corp./Inc., include name of official representative and/or all partners)

2. Name of applicant: (Last) \_\_\_\_\_ (First) \_\_\_\_\_ (MI) \_\_\_\_\_

Mailing address of applicant (Street/P.O. Box): \_\_\_\_\_

(City) \_\_\_\_\_ (State) \_\_\_\_\_ (Zip Code) \_\_\_\_\_

Daytime telephone number of applicant (    ) \_\_\_\_\_ Fax (    ) \_\_\_\_\_

E-mail address of applicant: \_\_\_\_\_

**PROPERTY OWNER**

(If property owner is a LLC or a Corp./Inc., include name of official representative and/or all partners)

3. Name of property owner: (Last) \_\_\_\_\_ (First) \_\_\_\_\_ (MI) \_\_\_\_\_

Mailing address of property owner (Street/P.O. box): \_\_\_\_\_

(City) \_\_\_\_\_ (State) \_\_\_\_\_ (Zip Code) \_\_\_\_\_

Daytime telephone number of owner (    ) \_\_\_\_\_ email: \_\_\_\_\_

**CIVIC LEAGUE INFORMATION**

Civic League contact: \_\_\_\_\_

Date(s) contacted: \_\_\_\_\_

Ward/Super Ward information: \_\_\_\_\_

**CERTIFICATION:**

I hereby submit this complete application and certify the information contained herein is true and accurate to the best of my knowledge:

Print name: \_\_\_\_\_ Sign: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
(Property Owner or Authorized Agent of Signature) (Date)

Print name: \_\_\_\_\_ Sign: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
(Applicant) (Date)

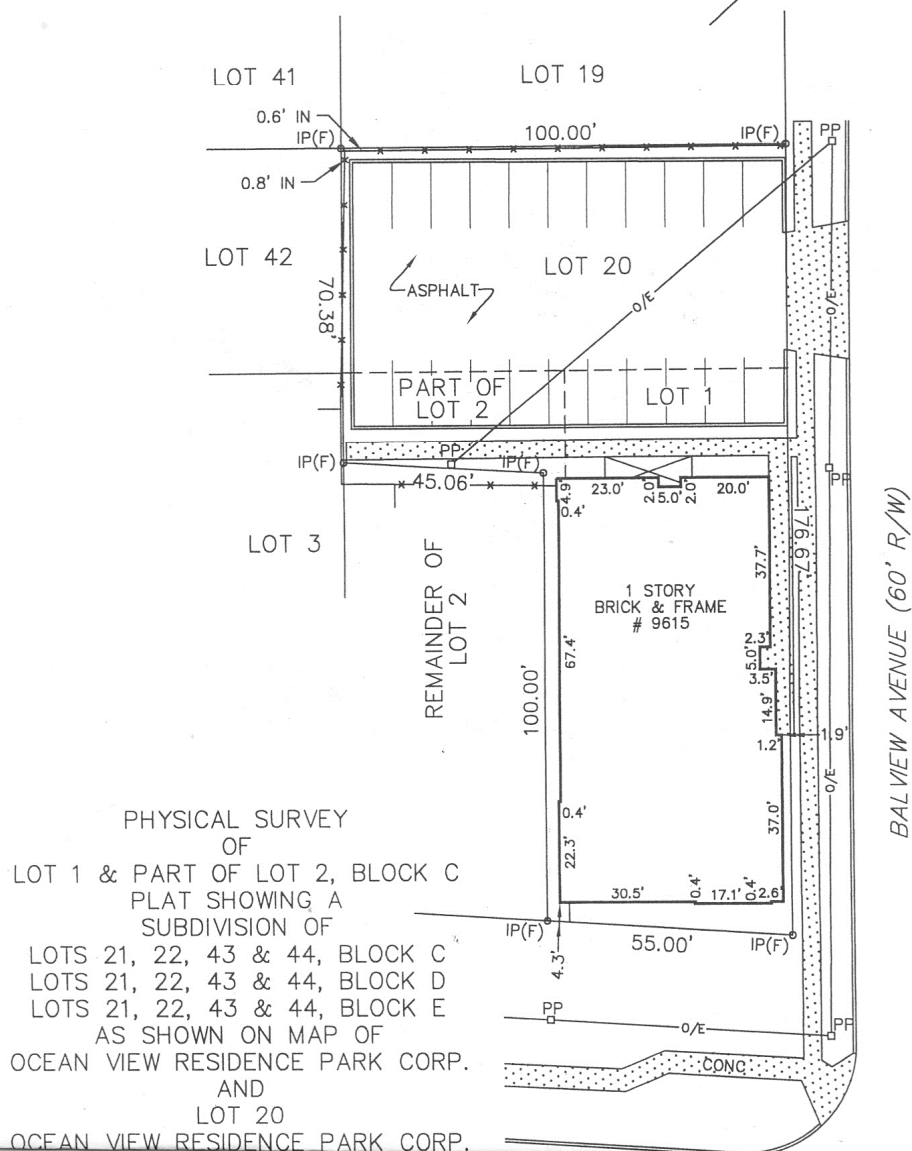
ONLY NEEDED IF APPLICABLE:

Print name: \_\_\_\_\_ Sign: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
(Authorized Agent Signature) (Date)

## Survey

SIGNED: *Ward M. Holmes*

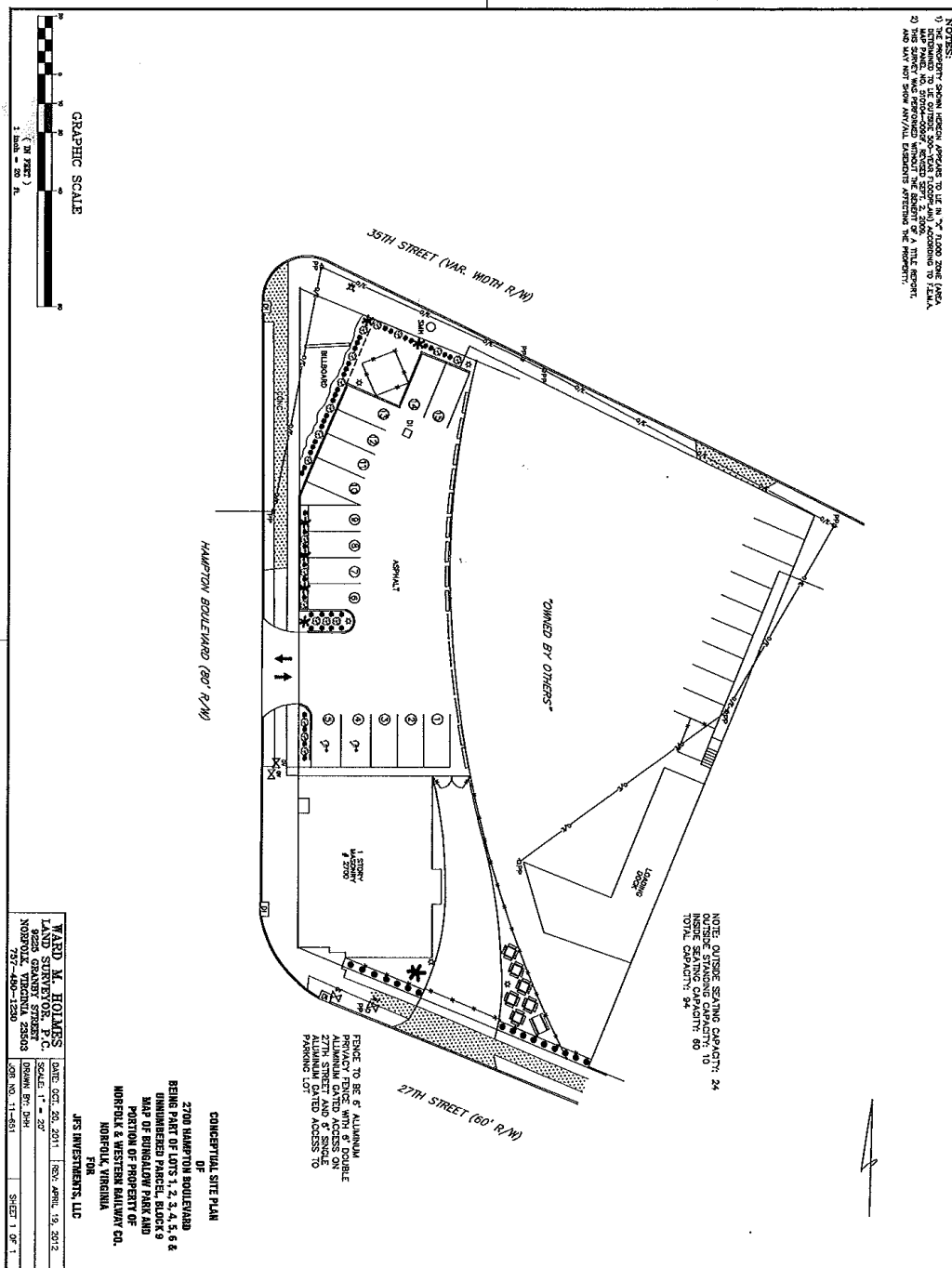
- 1) THE PROPERTY SHOWN HEREON APPEARS TO LIE IN "C" FLOOD ZONE ACCORDING TO F.E.M.A. MAP PANEL NO. 510104-0010D, REVISED APR. 17, 1984.
- 2) THIS SURVEY WAS PERFORMED WITHOUT THE BENEFIT OF A TITLE REPORT, AND MAY NOT SHOW ANY/ALL EASEMENTS AFFECTING THE PROPERTY.



(Revised January, 2016)



**Conceptual Site Plan**  
(required for new construction or site improvements)



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